

**CIRCULAR**

All the HODs & Section Heads are informed to stay upto 5.15 pm with effect from 14.02.2018 for NBA and other administrative works. In each and every department minimum of 30% have to stay back upto 5.15 pm to carryout proposed and pending departmental works. In this regard, all the HODs are requested to prepare weekly schedule and submit to the Principal's office immediately.

**PRINCIPAL****Copy to:**

- 1. General Secretary** : for kind information
- 2. Correspondent** : for information
- 3. Vice Principal – Academics/Asst. Principal - Admin** : for information
- 4. All HODs – CE/EEE/ME/ECE/CSE/S&H/MBA & Vice Principal II Shift Poly**
- 5. All Section Heads – TPO/Web Master/Librarian/CTO/OIE.**
- 6. A.O:** for information.

he college timings are revised as 09.00 am to 05.00 pm to improve the student readiness for the examinations and also to improve their academic performance. The college instruction hours are upto 4.20 PM only, and the remaining time has to be utilize for staff meetings/NBA works/ mentoring activities/ documentation works/files updation/doubts clarification/library visitings/ invigilation duties and any other department development activities. The college busses will leave the campus at 05.15 PM.

This will come into force with effect from 16.02.2018.

All the staff are requested to note the above changes and seeking your kind support for the development of the institute.

**PRINCIPAL**

**Copy to:**

- 7. General Secretary :** for kind information
- 8. Correspondent :** for information
- 9. Vice Principal – Academics/Asst. Principal - Admin :** for information
- 10. All HODs – CE/EEE/ME/ECE/CSE/S&H/MBA & Vice Principal II Shift Poly**
- 11. All Section Heads – TPO/Web Master/Librarian/CTO/OIE.**
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